

MINUTES OF THE SPECIAL MEETING
BOARD OF TRUSTEES
NORTH COUNTY CEMETERY DISTRICT
As of July 29, 2019

The meeting of the Board of Trustees of the *North County Cemetery District* was called to order by Chairperson Tanis Brown at 5:30 p.m., at the Oak Hill Memorial Park office. Present were Chairperson Brown, Trustees Sharon Disney, Thomas Knight, Mike Ott and Steve Lochridge. A quorum was present. Also present was General Manager Edward Serna.

The meeting began with the Salute to the U.S. Flag and the recognition of visitors.

NCCD San Marcos Supervisor Omar Lopez and local San Marcos resident Richard Hyde were present for the meeting.

Public input for non-agenda items; No action will be taken on non-agenda items. Speakers are limited to three minutes each.

A motion was presented by Trustee Ott with a second by Trustee Disney, to approve the corrected minutes of the regular Board of Trustees Meeting on June 17 29, 2019. The correction was to reflect the motion to vote for the following changes; add “appropriate” legal means; remove “Cenotaph” wall and add “Remembrance” wall;

The motion of Trustee Ott with a second by Trustee Disney was also to include approving the corrected minutes of the regular Board of Trustees meeting on July 15, 2019. The correction was to reflect the motion to vote for the following changes; correct Cesar Chavez birthday to “March 31” 1927; remove “i.e. holidays and sick days”.

The motion passes with 5 Aye votes.

Ayes:	5	Trustees Brown, Ott, Knight, Disney and Lochridge.
Nays:	0	
Abstained:	0	
Absent:	0	

The Board approved all of the certificates. District Orders/Warrants, and signed checks as needed.

The Board reviewed the correspondence as of June 17, 2019. The Board reviewed the CSDA 2019 Board of Directors Election Seat “B” ballot, and the SD LAFCO Consolidated Redevelopment Oversight Board ballot.

A motion was presented by Trustee Lochridge with a second by Trustee Ott, to submit their vote for Kelley Rivers for the CSDA 2019 Board of Directors Election Seat “B”.

The motion passes with 5 Aye votes.

Ayes:	5	Trustees Brown, Ott, Knight, Disney and Lochridge.
Nays:	0	
Abstained:	0	
Absent:	0	

A motion was presented by Trustee Knight with a second by Trustee Ott, to postpone the selection of a candidate for the SD County Consolidated Redevelopment Oversight Board until the next regular Board of Trustees meeting schedule for August 19, 2019. The Board of Trustees directed General Manager Edward Serna to obtain the candidate's information sheet to present to the Board on the next meeting.

The motion passes with 5 Aye votes.

Ayes: 5 Trustees Brown, Ott, Knight, Disney and Lochridge.
Nays: 0
Abstained: 0
Absent: 0

Conversations ensue on potentially combining the District's finances to one budget line. The District currently separates the District's budget lines to two, Oak Hill and San Marcos.

The Board reviewed the Financial Report for the month of June 2019, and the end of the year data for Fiscal Year 2018/2019. The District ended the year with \$382,668.62 in excess revenue. The Financial Audit for FY 2018/2019 is schedule for August 12, 2019.

The Board reviewed the Investment Report for the month of June 2019. The District did not have any investment transactions recorded during the month of June. The Board was briefly updated on an investment due to matured in July.

Continuing Business

On the July 15, 2019 Board of Trustees meeting, a motion was passed to move the Excess Revenue over Expenses from FY 18/19 in the following manner:

The Endowment Care Interest of \$68,351.12 remain in the Endowment Care Interest Fund; and the remaining \$314,317.50 Revenue over Expenses be moved into the Cemetery Development Fund, of which \$184,800.61 be committed to the land mortgage payments due in FY 2019/2020.

A motion was presented by Trustee Lochridge with a second by Trustee Ott, to adopt the 2019/2020 General Operating Budget. The motion was approved by unanimous vote.

The motion passes with 5 Aye votes.

Ayes: 5 Trustees Brown, Ott, Knight, Disney and Lochridge.
Nays: 0
Abstained: 0
Absent: 0

The Board received an update on the Community Use Facility. The Board was presented with the Letter of Authorization from Ken Erickson detailing the cost for completing a scope for a Community Use Facility. The General Manager recommended to the Board of Trustees to postpone any discussions with Ken Erickson and Arlan Visser until the Board is presented with a Financial Analysis of the District. The General Manager will present to the Board on the next schedule regular Board of Trustees meeting on August 19, 2019 with an outline of the Financial/Capital priorities of the District.

A motion was presented by Trustee Ott, with a second by Trustee Knight, directing General Manager Edward Serna to return on the August 19, 2019 Regular Board of Trustees meeting with a report analyzing the financial priorities and the Capital needs of the District, including the impact of the proposed Community Use Center will have on the priorities. The District should explore Grant funding opportunities or alternative funding associated with the project.

The motion passes with 5 Aye votes

Ayes: 5 Trustees Brown, Ott, Knight, Disney and Lochridge.
Nays: 0
Abstained: 0
Absent: 0

The Board received an update on the Land Conservancy. The Board directed General Manager Edward Serna to present an overview of the project, and a full appraisal of the cost of the conservancy.

The Board received an update on the Osiris project. Osiris will continue to work on extracting the data.

The Board received an update on the San Marcos Remembrance Wall. The Remembrance wall will be removed by Davis Stone on August 31, 2019. The stone will be grind to remove all existing lettering and will be re-polished.

A motion was presented by Trustee Brown, with a second by Trustee Ott, to adopt the memorial quote to the San Marcos Remembrance Wall to read "IN LOVING MEMORY, THIS WALL HONORS THOSE WHO ARE FOREVER IN OUR HEARTS".

The motion passes with 5 aye votes.

Ayes: 5 Trustees Brown, Ott, Knight, Disney and Lochridge.
Nays: 0
Abstained: 0
Absent: 0

The Board did not discuss any matters in regards to CemSites. Future CemSites discussions will be moved to a "Closed Session" due to potential litigation in the future in compliance with Government Code 54954 (c). Any future "Closed Sessions" will be annotated on the Agenda in compliance with the Brown Act.

New Business

The Board discussed the request submitted by the Pierce Family to allow a "Pillow Top" marker to be set on the "Granite Gardens" Estate. The Board of Trustees reviewed the San Marcos Cemetery policy and it's in conformance with the Rules and Regulations 2017.

A motion was presented by Trustee Brown, with a second by Trustee Disney, to allow the Pierce/Taber family to have a "Pillow Top" marker on the Granite Gardens Estate in San Marcos.

The motion passes with 5 aye votes.

Ayes: 5 Trustees Brown, Ott, Knight, Disney and Lochridge.
Nays: 0
Abstained: 0
Absent: 0

In compliance with Government Code 54956.5, the Board of Trustees determined that an “Emergency Situation” exists. A motion was presented by Trustee Brown, with a second by Trustee Disney, to move to a closed session.

The motion passes with 5 aye votes.

Ayes: 5 Trustees Brown, Ott, Knight, Disney and Lochridge.
Nays: 0
Abstained: 0
Absent: 0

No actions or votes were taken during the closed session for item J (2) Toedt Family. The closed session adjourned at 7:50 pm AND THE BOARD THEN RECONVENED TO AN OPEN SESSION at 8:21 pm.

The CBT Authorized Signature Update form was signed by the Board of Trustees to remove Dennis Shepard from the signature card.

Regarding an invoice for \$10,971.23 from L.O. Lynch for repairs made to the San Marcos well. A motion was presented by Trustee Knight, with a second by Trustee Lochridge, to pay the invoice using Capital Outlay Funds.

The motion passes with 5 aye votes.

Ayes: 5 Trustees Brown, Ott, Knight, Disney and Lochridge.
Nays: 0
Abstained: 0
Absent: 0

The General Manager Evaluation discussion was deferred to the August 19, 2019 Regular Board of Trustees Meeting. The Board of Trustees will have an opportunity to review the evaluation submitted by the General Manager. The Board discussed the structure of the evaluation.

The GM reported on this month’s Activities. The monthly training is Customer Service.

Future events on the calendar include; CSDA Annual Conference September 25 through September 28 2019 in Anaheim; CAPC Education Seminar, October 11 & 12 in Ventura.

The meeting adjourned at 8:49 p.m. The next Regular Board of Trustees Meeting is scheduled for August 19, 2019, and will begin at 5:30 P.M. It will be held at the District Office, 2640 Glenridge Road, Escondido, CA.

Edward Serna
General Manager